



REQUEST FOR PROPOSALS

PROJECT: CLASSIFICATION AND COMPENSATION STUDY RFP

CONTACT: Dora Perry, Human Resources Manager
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DUE: May 13, 2021 @ 2:00 P.M. EST

RETURN TO: City of Tega Cay
Attn: Compensation Study RFP
7725 Tega Cay Dr.
Tega Cay, SC 29708

PURPOSE

The City of Tega Cay is seeking quotations from qualified professional personnel management consulting firms to conduct a Classification and Compensation Study for municipal positions. The study shall cover the positions in the areas of General Government Administration, Finance, Utilities, Police, Fire, Public Works, Storm Water, Fleet Maintenance and Parks & Recreation. The purpose of the project is to review the existing classification and compensation plan as well as to ensure that all positions within the City are internally equitable and externally competitive. The study should also recognize changes in the City operations and staffing in the last several years, which may have affected the type, scope and level of work being performed. The objective is to have a creditable Classification & Compensation Plan that recognizes these changes, ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties and provides recognizable compensational growth, provides justifiable pay differential between individual classes and maintains currency with relevant labor markets. The product of the study, as detailed in the Scope of Services, will include recommendations for the following: a classification schedule, job descriptions, a wage comparison with comparable cities and a compensation plan.

BACKGROUND

The City of Tega Cay currently employs approximately one hundred and eleven (111) full and part-time municipal employees.

SCOPE OF SERVICES/GENERAL REQUIREMENTS

The consultant shall develop recommendations for compensation and classification system of all City positions as outlined herein.

I. Job Descriptions

Create, modify and/or update any of the job descriptions for all positions in compliance with the ADA and other applicable federal and state statutes. Specifically, essential functions will be identified in each job description.

II. Classification Structure

The consultant shall review and recommend to the HR Manager and City Manager a classification structure based on the job descriptions and include additional duties and responsibilities where applicable to individual positions. The classification structure will include the recommended assignment of each position within the classification structure utilizing a standardized rating system that analyzes each position against multiple evaluation criteria. The final result

may be an update to the current classification structure or a proposal for a new system.

III. Market Survey

The consultant shall perform a market salary survey of communities in our area that are comparable to the City of Tega Cay in size, population, economic climate, proximity to a major city, etc. As such, market survey should include the hours worked per week by employees in the various positions in those comparable communities in an effort to consider both internal and external equity.

IV. Compensation Schedule

Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the applicable classification plan.

V. Classification Manual

At the conclusion of the study, the consultant shall provide a classification manual to be utilized by the City of Tega Cay to objectively evaluate new or revised positions. The manual shall describe the methodology used by the consultant to undertake the study and how it can be maintained and utilized by the City in the future, including the detailed rating structure and evaluation criteria.

VI. Additional Requirements

The consultant must provide printed and electronic copies of the completed report, which should include an introduction, explanation of methodology, survey results, job descriptions and classification recommendations.

The consultant shall conduct a minimum of four (4) meetings; one at the beginning of the project to outline the project, explain the methodology to be used, answer questions, and receive general comments; one midway through the project to discuss progress to date; and one at project completion to discuss the work product generated. The consultant shall coordinate the completion of the Scope of Services with the HR Manager and City Manager. The last meeting will be to train department heads and supervisors on the new/revised comp structure. All of the meetings shall be included in the basic fee for services with no additional travel or expenses to be charged for attendance.

All meetings are to be completed within 6 months of the date of the executed contract.

After the bid is awarded by the City the following timeline will be strictly followed:

- i. Two weeks from the bid award date a contract will be provided to the City.

- ii. The Scope of Services is to be completed within four months from the date of the executed contract.
- iii. All meetings are to be completed within 6 months of the date of the executed contract.

All travel and related expenses associated with this project shall be included in the lump sum price proposal.

All costs incurred in preparing the proposal, or cost incurred in any other manner by the consultants in responding to this RFQ, will be wholly the responsibility of the consultant. All materials and documents submitted by the consultant in response to this RFQ become property of City of Tega Cay and will not be returned.

CONTENTS OF PROPOSAL

Proposals submitted in response to this Request must include the following information:

- I. The qualifications of the consultant for performing the Scope of Services. This shall include a detailed description of the consultant's familiarity with the Federal and State (SC) General Laws dealing with municipal personnel.
- II. The consultant's address, the name and resume of a project leader, a telephone number and email address at which the contact person may be reached during business hours. The resume shall identify similar projects for which the project leader served in a similar CAPA City, including the name and telephone number of a reference for each such project.
- III. A description of the municipal projects previously completed by the consultant, the name and telephone number of persons who can be contacted concerning this work.
- IV. The cost for services required under this Request for Proposals. The consultant shall submit a detailed itemized cost for all services required.

SUBMISSION OF PROPOSALS

Submissions will be received, evaluated, accepted or rejected by the City of Tega Cay. (This shall consist of all material related to the performance of the Scope of Services including the cost of said services.) One (1) unbound original and Five (5) copies of the Proposal clearly marked on the front of the envelope "PROPOSAL – COMPENSATION AND CLASSIFICATION STUDY" shall be submitted by traceable means to the City of

Tega Cay Attn: Dora Perry, Human Resources Manager. The mailing address is 7725 Tega Cay Dr. Tega Cay, SC 29708. Deadline for submitting quotation is May 13, 2021 at 2:00 P.M. EST. Award of the contract MAY be made within forty-five (45) days of the date of submission of quotations. Any Proposals received after the posted time shall be returned, unopened.

EVALUATION OF SUBMISSIONS

The City shall review and evaluate all submissions in accordance with the criteria contained herein.

Consultants failing to meet or comply with one or more of the Minimum Evaluation Criteria will be disqualified from further consideration. The applicable Minimum Evaluation Criteria shall be as follows:

- i. Consultant must have at least three (3) years of experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, conducting comparable salary surveys, and recommending placement of positions within the salary structure.
- ii. Consultant must have completed at least four (4) classification and compensation studies in South Carolina, for a municipality, with at least one in the last twenty-four (24) months.
- iii. Consultant must have demonstrated knowledge of applicable federal and South Carolina state statutes and regulations governing employment and personnel activities.
- iv. Consultant must be able to commit to a definite start date within two weeks of the execution of a contract for the project.

Those consultants who submit quotations that meet the minimum evaluation criteria will then be evaluated and rated on the basis of Comparative Evaluation Criteria as judged by the selection team. The Comparative Evaluation Criteria to be utilized for this project are as follows:

I. Experience

- A rating of **HIGHLY ADVANTAGEOUS** will be given to consultants who have five (5) or more years' experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, and recommending placement of positions within the salary structure, and have completed more than ten (10) such studies comparable to this project, of which five (5) or more such studies have been for South Carolina municipalities.
- A rating of **ADVANTAGEOUS** will be given to consultants who have more than one (1) but less than five (5) years' experience in conducting classification and compensation studies, developing and recommending salary structures, reviewing and developing job descriptions, and

recommending placement of positions within the salary structure, and have completed more than four (4) but less than ten (10) such studies comparable to this project, of which some have been for South Carolina municipalities.

- A rating of **NOT ADVANTAGEOUS** will be given to consultants whose experience is less than described above as Advantageous.

II. **Plan of Services**

- A rating of **HIGHLY ADVANTAGEOUS** will be given to consultants whose Plan of Services as set forth in the response to the City's RFP is highly defined and developed, and whose implementation strategy is exceptionally clear, understandable and focused.
- A rating of **ADVANTAGEOUS** will be given to consultants whose Plan of Services as set forth in the response to the City's RFP is sufficiently developed, and whose implementation strategy is adequate but not exceptional.
- A rating of **NOT ADVANTAGEOUS** will be given to consultants whose Plan of Services as set forth in the response to the City's RFP is inadequately developed, and whose implementation strategy is sketchy, unclear or ill-defined.

III. **Determination of Best Prices**

Price alone will not be the determinative factor in the awarding of a contract. The City Manager shall consider both the rating received by a consultant and the proposed price in making an award. The City of Tega Cay reserves the right to reject any or all Proposals, in whole or in part, for any reason it determines to be in the best interest of the City, in its sole discretion.

CONTRACTUAL REQUIREMENTS

I. **Indemnification**

The successful Contractor agrees to protect, defend, indemnify and hold the City of Tega Cay, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or cause of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof, without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright, (or application for any thereof) or of any other tangible or intangible

personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court will be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to provide defense for and defend any such claims, at their sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

II. **Compliance with Law**

The selected consultant and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

**PROPRIETARY/VENDOR DISCLOSURE-
NOTICE OF SC FREEDOM OF INFORMATION ACT**

The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under FOIA. The City discourages you from including any information you consider proprietary or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include such information in your submission, please identify it by color, labeling, and/or bold font so that it can be readily identified. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a 10-day deadline to produce the material. This is your window to file an action challenging the release. You are hereby notice that if the City is not served such an action, the information will be released.

DISQUALIFICATION AND REJECTION OF PROPOSALS

The City of Tega Cay reserves the right to reject any consultant who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the bid documents, contract of similar nature, or to reject the RFP of a consultant who is not able to perform such contract satisfactorily. The City expressly reserves the right to award the contract to the consultant that best meets the requirements as set forth herein and is determined to be in the best interest of the City, in its sole discretion.

This solicitation does not commit the City of Tega Cay to award a contract, to pay any cost incurred in the preparation of a proposal, or to produce or contract for services. The City of Tega Cay reserves the right to accept or reject any or all proposals received, in whole or in part, as a result of the Request for Proposal, or to cancel it in part or in its entirety if it is in the best interest of the City of Tega Cay.

The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time.

INSURANCE

Contractor agrees that Contractor shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Contractor brings onto City property or use in any manner in the provision of services, including transportation to and from the site(s) where the services are rendered; and Contractor further agrees that Contractor shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Contractor agrees that Contractor shall maintain Worker's Compensation Insurance on all the Contractor's employees. In no event shall Contractor serve as self-insurer for Worker's Compensation Insurance.

Contractor also agrees that Contractor shall provide, in a form acceptable to the City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

ADDITIONAL INFORMATION

I. **Illegal Immigration Reform Act Compliance**

The Contractor certifies that the Contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Tega Cay any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub- subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

II. **Non-Appropriation of Funds**

This Agreement shall be subject to the availability and appropriation of funds by Management, and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

III. **WMBE Statement**

It is the policy of the City of Tega Cay to provide minority and women owned businesses equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Tega Cay to prohibit discrimination against any person or business in pursuit of these opportunities based on race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Tega Cay to conduct its contracting and procurement programs to prevent such discrimination and to resolve any and all claims of such discrimination.

IV. **City Business License**

The successful contractor, prior to execution of the contract, must possess or obtain a City of Tega Cay Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the Contractor is not currently doing other business inside the City Limits. If the Contractor is currently doing other business within the jurisdictional limits of Tega Cay, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the City limits. Contact City Business License Office at 803-548-3513 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Tega Cay.

V. **Cancellation**

An Invitation for Bids, a Request for Proposals, a Request for Qualifications, or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the City, in its sole discretion. The reasons therefor shall be made part of the contract file.